

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2305 FORENSIC SPECIALIST

***MONTHLY SALARY: \$4042 to \$4882, effective 06-30-05**

***APPLICATION FILING PERIOD: FIRST DATE: June 17, 2005**

LAST DATE: Open

PLEASE APPLY PROMPTLY. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply only once during this application period.

NOTE: Forensic Specialists are eligible for call-back and court pay.

REQUIREMENTS: You must meet one of the following requirement(s) on the date you apply, unless otherwise indicated.

EXPERIENCE: Two years of full-time experience in a law enforcement agency processing crime scenes. Duties must include photography and the collection, development and preservation of physical evidence (e.g., fingerprints, body fluids, firearms, trace evidence, etc.).

-OR-

EDUCATION:

1. An Associate of Science Degree (A.S.) or higher, in Forensic Technology (previously Evidence Technology) which must include the course work listed below. -OR-
2. An Associates Degree or higher, in any field and a Certificate in Forensic Technology (previously Evidence Technology) which must include the course work listed below.

COURSE WORK: Successful completion of the following course work: Fingerprint Identification; Advanced Fingerprint Identification; Forensic Photography; Advanced Forensic Photography; Forensic Technology; and Advanced Forensic Technology. NOTE: All courses must be a full semester or quarter length course and include a lab component. Applicants who lack a lab component in one or two courses may apply, however, their course work will be looked at on a case-by-case basis to ensure it meets the minimum standards required for the position.

NOTE: Graduating students in their final semester or quarter of college or a Forensic Technology program, as specified above, may apply, but will be placed inactive on the eligible list until submitting proof of graduation. Graduating students must indicate their expected date of graduation.

DESIRABLE QUALIFICATIONS: Although not required, a one-year internship in a crime lab and/or certification as a Crime Scene Technician through the International Association for Identification (I.A.I.), or other accepted accrediting organization, is highly desirable.

LICENSE: A valid California Class C Driver's License is required at time of hire.

DUTIES: Forensic Specialists photograph crime scenes and evidence using traditional and/or digital photography; identify, collect, document and preserve evidence at crime scenes; process evidence using chemicals, equipment and techniques such as vacuum metal deposition (VMD), cyanoacrylate fuming, physical and chemical latent fingerprint development, forensic light sources, Mikrosil and other casting methods, etc.; photograph and process suspects for evidence; evaluate latent prints for potential searches in the CAL-ID system; write reports; testify in court as an expert witness; and perform other work as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department. Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

JHL/April 12, 2002/*Rev. 4 (06-17-05)/Class 1448

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TDD (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER